



## myETF Employer Online Services Retirement (WRS) Training Course

Session	Description and Topics	Length
<b>Navigation &amp; Common Elements</b> 	<p>A high-level overview of employer processes in myETF Employer Online Services, including the key features of the myETF application and navigation essentials</p> <ul style="list-style-type: none"><li>▪ Understanding Common Functional Elements in myETF</li><li>▪ Logging in/Logging out</li><li>▪ Using the Home Page/Dashboard</li><li>▪ Using Tabs and Links</li><li>▪ Using Grid Controls and Filters</li><li>▪ Viewing FAQs</li></ul>	30 minutes
<b>Payroll Reporting Processing</b> 	<p>A refresher on reporting periodic employee payroll information and making demographic changes through file upload or manually-created work reports</p> <ul style="list-style-type: none"><li>▪ Overview of Reporting Cycles</li><li>▪ Billing Location Information</li><li>▪ Viewing Agreements</li><li>▪ Adding/Updating Member Contracts Through Work Reports (Including Important Fields)</li><li>▪ Uploading/Validating/Processing/Voiding Files (Including Adjustment Files)</li><li>▪ Creating/Correcting/Submitting Work Reports</li></ul>	2 hours
<b>Managing Employees</b> 	<p>Explanation on how to manage employees, including employment status changes</p> <ul style="list-style-type: none"><li>▪ Managing Employees Overview</li><li>▪ Roster Grid and Actions Overview</li><li>▪ Manually Adding New Hire</li><li>▪ Prior Service Check</li><li>▪ Manually Adding a New Member Contract</li><li>▪ Viewing/Manually Updating a Member Contract</li><li>▪ Viewing Employee Information Overview</li><li>▪ Updating Member Information</li><li>▪ Viewing Work History</li></ul>	2 hours
<b>Managing Payments</b> 	<p>Details on how to manage payments in myETF, including setting up payment methods, reviewing account transactions and scheduling payments</p> <ul style="list-style-type: none"><li>▪ Payments Overview</li><li>▪ ETF Payment Methods</li><li>▪ Transactions Grid for Payments</li><li>▪ One-Time Payment</li><li>▪ Payment History</li></ul>	1 hour

## Communication Processes



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Summary of how to use the various communication features within myETF

30 minutes

- Secured Messaging Overview
- Documents Overview
- eForms Overview